



STATE OF ARKANSAS
Department of Human Services
Office of Procurement
700 Main Street
Little Rock, Arkansas 72201

INVITATION FOR BID - FINAL
BID SOLICITATION DOCUMENT

| SOLICITATION INFORMATION | | | |
|--|--|------------------------------|--|
| Bid Number: | 710-21-0029 | Solicitation Issued: | March-April 4-11, 2022 |
| Description: | Developmental Disability Services | | |
| Agency: | Department of Human Services (DHS), Division of Children and Family Services (DCFS) | | |
| SUBMISSION DEADLINE | | | |
| Bid Submission Date/Time | April 22 ²⁶ , 2022, 1:00 pm CST | Bid Opening Date/Time: | April 22 ²⁶ , 2022 2:00 pm CST |
| Bids shall not be accepted after the designated bid submission date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit proposals at the designated location on or before the bid submission date and time. Bids received after the designated bid submission date and time shall be considered late and shall be returned to the vendor without further review. It is not necessary to return "no bids" to the Office of Procurement. | | | |
| DELIVERY OF RESPONSE DOCUMENTS | | | |
| Delivery Address: | Arkansas Department of Human Services Attn: Office of Procurement 700 Main Street Slot W345 Little Rock, AR 72201 | | |
| United States mail (USPS): | Arkansas Department of Human Services Attn: Office of Procurement P.O. Box 1437 Slot W345 Little Rock, AR 72203-1437 | | |
| Commercial Carrier (UPS, FedEx or USPS Exp): | Arkansas Department of Human Services Attn: Office of Procurement 112 West 8 th Street, Slot W345 Little Rock, AR 72201 | | |
| | Delivery providers, USPS, UPS, and FedEx deliver mail to OP's street address on a schedule determined by each individual provider. These providers will deliver to OP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries. | | |
| Bid's Outer Packaging: | Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes. • Bid number • Date and time of bid opening • Prospective Contractor's name and return address | | |
| OFFICE OF PROCUREMENT CONTACT INFORMATION | | | |
| OP Buyer: | Margurite Al-Uqdah | Buyer's Direct Phone Number: | 501-682-8743 |
| Email Address: | DHS.OP.Solicitaitons@dhs.arkansas.gov | DHS's Main Number: | 501-683-4162 |
| DHS Website: OSP Website: | https://humanservices.arkansas.gov/do-business-with-dhs http://www.arkansas.gov/dfa/procurement/bids/index.php | | |

SECTION 1 – GENERAL INFORMATION AND INSTRUCTIONS

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of Procurement (OP) for the Arkansas Department of Human Services (DHS) Division of Children and Family Services (DCFS) to obtain pricing and contract(s) for supportive living services for clients with a primary diagnosis of developmental disability.

1.2 INTERGOVERNMENTAL/COOPERATIVE USE OF PROPOSAL AND CONTRACT

In accordance with Arkansas Code §19-11-249, this proposal and resulting contract is available to any State Agency or Institution of Higher Education that wishes to utilize the services of the selected proposer, and the proposer agrees, they may enter into an agreement as provided in this solicitation.

1.3 TYPE OF CONTRACT

- A. A term contract will be awarded multiple contractors.
- B. The term of this contract shall be for one (1) year. The anticipated start date for the contract is July 1, 2022. Upon mutual agreement by the Prospective Contractor and agency, the contract may be renewed by DHS, on a year-to-year basis, for up to six (6) additional one-year terms or portions thereof.
- C. The total contract term shall not be more than seven (7) years.
- D. Any resultant contract(s) of this Bid Solicitation shall be subject to the State approval processes which may include Legislative review.

1.4 ISSUING AGENCY

The Office of Procurement (OP), as the issuing office, is the sole point of contact throughout this solicitation process. Vendor questions regarding this Bid Solicitation should be made through the Issuing Officer as shown on page one (1) of this document

1.5 BID OPENING LOCATION

Proposals received by the opening time and date **shall** be opened at the following location:

Department of Human Services
Office of Procurement
618 Main Street
Little Rock, AR 72201

Vendors wishing to attend the bid opening must report to the main entrance of the Arkansas Department of Human Services, Donaghey Plaza South, 700 Main Street, Little Rock, Arkansas 72201 and check in with the receptionist. All attendees are required to obtain security clearance upon entrance to the building by submitting a current, valid photo ID, preferably a driver's license, to the Security Officer at the reception area. The Security Officer will issue a visitor's badge which must be worn at all times. Before leaving the bid opening, visitors are required to return the visitor's badge to the Security Officer and retrieve their ID.

The receptionist is to contact the buyer for more detailed directions to the bid opening location.

NOTE: When circumstances warrant, DHS may elect to conduct the bid opening entirely via video conference. If DHS makes this election, DHS shall post a link to the video conference on its website. If the bid opening will be conducted entirely via video conference, individuals will not be permitted to attend in-person.

1.6 DEFINITION OF REQUIREMENT

- A. The words “**must**” and “**shall**” signify a Requirement of this solicitation and that vendor’s agreement to and compliance with that item is mandatory.
- B. Exceptions taken to any Requirement in this *Bid Solicitation*, whether submitted in the vendor’s bid or in subsequent correspondence, **shall** cause the vendor’s bid to be disqualified.

1.7 DEFINITION OF TERMS

- A. The State Procurement Official has made every effort to use industry-accepted terminology in this *Bid Solicitation* and will attempt to further clarify any point of an item in question as indicated in *Clarification of Bid Solicitation*.
- B. The words “bidder,” “vendor,” and “contractor” are used synonymously in this document.
- C. The terms “Invitation for Bid”, “IFB” and “Bid Solicitation” are used synonymously in this document.

1.8 RESPONSE DOCUMENTS

A. Bid Response Packet

1. An official authorized to bind the vendor(s) to a resultant contract **must** sign the *Bid Signature Page*.
2. Vendor’s signature on this page **shall** signify vendor’s agreement that either of the following **shall** cause the vendor’s bid to be disqualified:
 - Additional terms or conditions submitted intentionally or inadvertently.
 - Any exception that conflicts with a Requirement of this *Bid Solicitation*.
3. The following items **shall** be submitted with the *Bid Response Packet in a sealed envelope*:
 - a. EO 98-04 Disclosure Form (Attachment A).
 - b. Copy of Vendor’s *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)
 - c. Signed addenda to this IFB, if applicable. (See Requirement of Addendum.)
 - d. Documentation that vendor meets the minimum qualifications outlined in this IFB. (See *Minimum Qualifications*.)
4. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information. **Submit one (1) electronic copy of the response packet, excluding the Official Bid Price Sheet, preferably on a flash drive and one (1) hard copy. To the extent possible, all electronic files should be a single document in PDF format.**

B. Official Bid Price Sheet. (See *Pricing*.)

5. Vendor’s original *Official Bid Price Sheet* **must** be submitted in hard copy format.
6. Vendor should also submit one (1) electronic copy of the *Official Bid Price Sheet*, preferably on a flash drive, in a single PDF file.
7. The *Official Bid Price Sheet*, including the hard copy and electronic copy, must be separately sealed from the *Bid Response Packet* and should be clearly marked as “Pricing.” Vendor must not include any pricing in the hard copies or electronic copies of the *Bid Response Packet*.

1.9 AGREEMENT AND COMPLIANCE PAGES

- A. Vendor **must** sign all *Agreement and Compliance Pages* relevant to each section of the *Bid Solicitation Document*. The *Agreement and Compliance Pages* are included in the *Bid Response Packet*.
- B. Vendor’s signature on these pages **shall** signify agreement to and compliance with all requirements within the designated section.

1.10 CLARIFICATION OF BID SOLICITATION

- A Contractor may submit written questions requesting clarification of information contained in this *Bid Solicitation*. Written questions should be submitted by 4:00 p.m., Central Time on ~~March 18~~April 8, 2022. Submit written questions by email to the buyer as shown on page one (1) of this *Bid Solicitation*.
- B. The attached response template (*Attachment B*) **must** be used for submission of all written questions. All questions should include the information specified in the response template. Written questions submitted in a different format may not be answered by DHS.
- C. Contractor's written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OP website by the close of business on ~~March 25~~April 15, 2022.
- D. Answers to verbal questions may be given as a matter of courtesy and must be evaluated at contractor's risk.

1.13 SUBCONTRACTORS

- A. Vendor **must** complete, sign and submit the *Proposed Subcontractors Form* included in the *Bid Response Packet* to indicate vendor's intent to utilize, or to not utilize, subcontractors.
- B. Additional subcontractor information may be required or requested in following sections of this *Bid Solicitation*. **Do not** attach any additional information to the *Proposed Subcontractors Form*.
- C. The utilization of any proposed subcontractor is subject to approval by the State agency.

1.12 PRICING

- A. Vendor(s) **must** include all pricing on the Official Bid Price Sheet(s) only. Any cost not identified by the successful vendor but subsequently incurred **shall** be borne by the vendor. The *Official Bid Price Sheet* is provided in the Bid Response Packet.
- B. A justification of prices quoted should be attached to the *Official Bid Price Sheet*.
- C. To allow time to evaluate bids, prices **must** be valid for one hundred twenty (120) days following the bid opening.
- D. Failure to complete and submit the *Official Bid Price Sheet* **shall** result in disqualification.
- E. All bid pricing **must** be in United States dollars and cents.
- F. The Official Bid Price Sheet may be reproduced as needed.
- G. The *Official Bid Price Sheet* and accompanying price justification **must** be separately sealed from the *Bid Response Packet*.

1.13 PRIME CONTRACTOR RESPONSIBILITY

- A. A joint bid submitted by two (2) or more vendors is acceptable. However, a single vendor **must** be identified as the prime contractor.
- B. The prime contractor **shall** be held responsible for the contract and **shall** be the sole point of contact.

1.14 INDEPENDENT PRICE DETERMINATION

- A. By submission of this bid, the vendor certifies, and in the case of a joint response, each party thereto certifies as to its own organization, that in connection with this bid:
1. The prices in the bid have been arrived at independently, without collusion.

2. No prior information concerning these prices has been received from, or given to, a competitive company.

B. Evidence of collusion **shall** warrant consideration of this bid by the Office of the Attorney General. All vendors **shall** understand that this paragraph may be used as a basis for litigation.

1.15 PROPRIETARY INFORMATION

A. Submission documents pertaining to this *Bid Solicitation* become the property of the State and are subject to the Arkansas Freedom of Information Act (FOIA).

B. In accordance with FOIA and to promote maximum competition in the State competitive bidding process, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets defined by FOIA and other information exempted from the Public Records Act pursuant to FOIA.

C. Prospective Contractor may designate appropriate portions of its response as confidential, consistent with and to the extent permitted under the Statutes and Rules set forth above, by submitting a redacted copy of the response.

D. By redacting any information contained in the response, the Prospective Contractor warrants that it has formed a good faith opinion having received such necessary or proper review by counsel and other knowledgeable advisors that the portions redacted meet the requirements of the Rules and Statutes set forth above.

C. Under no circumstances will pricing information be designated as confidential.

D. One (1) complete copy of the submission documents from which any proprietary information has been redacted should be submitted on a flash drive in the *Bid Response Packet*. A CD is also acceptable. Do not submit documents via email or fax.

E. Except for the redacted information, the redacted copy **must** be identical to the original hard copy, reflecting the same pagination as the original and showing the space from which information was redacted.

F. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.

G. The redacted copy will be open to public inspection under FOIA without further notice to the Prospective Contractor.

H. If a redacted copy of the submission documents is not provided with Prospective Contractor's *Bid Response Packet*, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under FOIA.

I. If the State deems redacted information to be subject to FOIA, the Prospective Contractor will be contacted prior to release of the documents.

J. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.

1.16 INDEPENDENT PRICE DETERMINATION

A. By submission of this proposal, the Contractor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

i. The prices in the proposal have been arrived at independently, without collusion; and

- ii. No prior information concerning these prices has been received from, or given to, a competitive company.
- B. Evidence of collusion **shall** warrant consideration of this proposal by the Office of the Attorney General. All Contractors **shall** understand that this paragraph may be used as a basis for litigation.

1.17 CAUTION TO VENDORS

- A. Prior to any contract award, all communication concerning this *Bid Solicitation* **must** be addressed through OP.
- B. Vendor **must not** alter any language in any solicitation document provided by the State.
- C. Vendor **must not** alter the Official Bid Price Sheet.
- D. All official documents and correspondence related to this solicitation **shall** be included as part of the resultant contract.
- E. Bids **must** be submitted in the English language.
- F. The State **shall** have the right to award or not award a contract, if it is in the best interest of the State to do so.
- G. Vendor **must** provide clarification of any information in their response documents as requested by OP.
- H. Bids **must** meet or exceed all defined specifications as set forth in this *Bid Solicitation*.
- I. Bids **must** meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
- J. Vendors may submit multiple bids.

1.18 REQUIREMENT OF ADDENDUM

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by OP.
- B. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- C. The vendor **shall** be responsible for checking the following websites for any and all addenda up to bid opening:
<https://humanservices.arkansas.gov/do-business-with-dhs>
<https://www.arkansas.gov/dfa/procurement/bids/index.php>

1.19 REQUIREMENT OF ADDENDUM

- A. This *Bid Solicitation* **shall** be modified only by an addendum written and authorized by OP.
- B. Contractors are cautioned to ensure that they have received or obtained, and have responded to, any and all addenda to the Bid Solicitation prior to submission of response.
- C. An addendum posted within three (3) calendar days prior to the bid opening **shall** extend the bid opening and may or may not include changes to the Bid Solicitation.
- D. The vendor **shall** be responsible for checking the websites listed on page one (1) for any and all addenda up to bid opening.

1.20. AWARD PROCESS**A. Vendor Selection**

1. Award will be made to lowest responsible, responsive bidders based on lowest total weighted daily rate. Bidders must meet minimum qualifications. Bids must meet or exceed all defined specifications. Bids must meet all terms and conditions of this Invitation for Bid and the laws of the State of Arkansas.
2. Awarded vendors will be ranked by the lowest priced vendor for supportive living services clients with a primary diagnosis of developmental disability. The lowest overall vendor shall be listed as the first contact. DHS may contact vendors in ascending order from lowest price to highest price based on the proximity to the client
3. Contract award, extension, or renewal is contingent upon approval by DHS officials, subsequent approval by the OP, review by the Legislative Council and the availability of State funds. Changes to any non-financial portion of this agreement may be made with the agreement of both DHS and the Contractor.

B. Negotiations

1. If the State so chooses, negotiations may be conducted with the lowest responsive bidder. Negotiations are conducted at the sole discretion of the State.
2. If negotiations fail to result in a contract, the State may begin the negotiation process with the next lowest responsive bidder. The negotiation process may be repeated until the lowest responsive vendor has been determined, or until such time the State decides not to move forward with an award.

C. Anticipation to Award

1. Once an anticipated successful vendor has been determined, the anticipated award will be posted on the following websites:

<https://humanservices.arkansas.gov/do-business-with-dhs>

<https://www.arkansas.gov/dfa/procurement/bids/index.php>

2. The anticipated award will be posted for a period of fourteen (14) days prior to the issuance of a contract. Vendors and agencies are cautioned that these are preliminary results only, and a contract will not be issued prior to the end of the fourteen (14) day posting period.
3. OP **shall** have the right to waive the policy of Anticipation to Award when it is in the best interest of the State.
4. It is the vendor's responsibility to check the above referenced websites for the posting of an anticipated award.

D. Issuance of Contract

1. Any resultant contract of this Bid Solicitation shall be subject to State approval processes which may include Legislative review.
2. An Office of Procurement Official will be responsible for award and administration of any resulting contract.
3. DHS reserves the right to award multiple contracts.

1.19 MINORITY AND WOMEN-OWNED BUSINESS POLICY

- A. A minority-owned business is defined by Arkansas Code Annotated § 15-4-303 as a business that is at least fifty-one percent (51%) owned by a lawful permanent resident of this State who is:

- African American
 - American Indian
 - Asian American
 - Hispanic American
 - Pacific Islander American
 - A Service-disabled Veteran as designated by the United States Department of Veterans Affairs
- B. A woman-owned business is defined by Arkansas Code Annotated § 15-4-303(9) as a business that is at least fifty-one percent (51%) owned by one (1) or more women who are lawful permanent residents of this State.
- C. The Arkansas Economic Development Commission conducts a certification process for minority-owned and women-owned businesses. If certified, the Prospective Contractor's Certification Number should be included on the *Bid Signature Page*.

1.20 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, the State is required to have a copy of the anticipated Contractor's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. EO Policies should be included as a hardcopy accompanying the solicitation response.
- C. The submission of an *EO Policy* to the OP is a one-time requirement. Vendors are responsible for providing updates or changes to their respective policies, and for supplying *EO Policies* upon request to other State agencies that must also comply with this statute.
- D. Vendors, who are not required by law to have an *EO Policy*, **must** submit a written statement to that effect.

1.21 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

- A. Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected vendor(s) **must** have a current certification on file with the OP stating that they do not employ or contract with illegal immigrants.
- B. OP will notify the selected vendor(s) prior to award if their certification has expired or is not on file. Instructions for completing the certification process will be provided to the vendor(s) at that time.

1.22 RESTRICTION OF BOYCOTT OF ISRAEL

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to a company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
- C. By checking the designated box on the Bid Signature Page of the response packet, a Prospective Contractor agrees and certifies that they do not, and will not for the duration of the contract, boycott Israel.

1.23 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a vendor's past performance with the State may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible **shall** be disqualified.

1.24 TECHNOLOGY ACCESS

- A. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The

Prospective Contractor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

- B. Accordingly, the Prospective Contractor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
1. Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means.
 2. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use.
 3. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.
 4. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means.
 5. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact.
 6. Integrating into networks used to share communications among employees, program participants, and the public.
 7. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
- C. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
- D. For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired **shall** be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.
- E. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

1.25 COMPLIANCE WITH THE STATE SHARED TECHNICAL ARCHITECTURE PROGRAM

The respondent's solution must comply with the state's shared Technical Architecture Program which is a set of policies and standards that can be viewed at <https://www.dfa.arkansas.gov/intergovernmental-services/statetechnology-cost-analysis/architecture-compliance/>. Only those standards which are fully promulgated or have been approved by the Governor's Office apply to this solution.

1.26 MASTERCARD ACCEPTANCE

- A. Awarded vendor should have the capability of accepting the State's authorized MASTERCARD Procurement Card (p-card) as a method of payment.
- B. Price changes or additional fee(s) **shall not** be levied against the State when accepting the p-card as a form of payment.
- C. MASTERCARD is not the exclusive method of payment.

1.27 PUBLICITY

- A. Vendors **shall not** issue a news release pertaining to this *Bid Solicitation* or any portion of the project without OP's prior written approval.
- B. Failure to comply with this Requirement **shall** be cause for a vendor's bid to be disqualified.

1.28 RESERVATION

The State **shall not** pay costs incurred in the preparation of a bid.

1.29 SCHEDULE OF EVENTS

| | |
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| Public Notice of IFB | March 11, 2022 |
| Deadline for Receipt of Written Questions | March 18 April 8, 2022 |
| Response to Written Questions, On or About | March-April 25 15, 2022 |
| Date and Time for Bid Submission | April 6 22, 2022, 1:00 PM CST |
| Date and Time for Bid Opening | April 6 22, 2022 2:00 PM CST |
| Intent to Award Announced, On or About | April 29 14, 2022 |
| Contract Start (Subject to State Approval) | July 1, 2022 |

1.30 STATE HOLIDAYS

Holidays are those days as declared legal state holidays by authority of Act 304 of 2001. Those days are as follows:

| | |
|---------------------------------------|-----------------------------|
| New Year's Day | January 1 |
| Dr. Martin Luther King Jr.'s Birthday | Third Monday in January |
| George Washington's Birthday | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |

Additional days can be proclaimed as holidays by the Governor through executive proclamation. State offices are normally closed on holidays however, there are occasions (i.e. during legislative sessions) when it may become necessary to keep state offices open on holidays. The Contractor shall maintain adequate staff on such working holidays.

SECTION 2 – SPECIFICATIONS

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of Procurement (OP) for the Division of Children and Family Services (DCFS) to obtain pricing and a contract(s) for clients referred by the Department of Human Services (DHS).

Contractors will provide an array of individually tailored services and activities for clients who have a primary diagnosis of developmentally disabled. These services should enable such persons to reside successfully in their own homes, with their families, or in an alternative living residence or setting. Supportive living includes care, supervision, and activities that directly relate to the active treatment goals and objectives set forth in the client's Person-Centered Service Plan (PCSP).

2.2 MINIMUM QUALIFICATIONS

The Contractor **must** meet the following requirements:

- A. The Contractor **must** be registered to do business in the State of Arkansas. For verification purposes, Contractor must submit official documentation of their active registration from the Arkansas Secretary of State's Office.
- B. The bidder **must** include a copy of all required licensure and certification documents in the bidder's response to this solicitation. See "Response Documents."
- C. The Prospective Contractor **must** be licensed by the Arkansas DHS Division of Developmental Disabilities Services. For verification purposes, Prospective Contractor **must** provide a copy of licensure meeting this requirement with its bid submission.

2.3 SCOPE OF WORK

The Contractor **shall** provide Supportive Living Services for clients referred by or in the custody of the Department of Human Services (DHS), age birth to twenty-one (21) years old who have a primary diagnosis of developmentally disabled to enable such persons to reside successfully in their own homes, with their families, or in an alternative living residence or setting. Other services that may not be detailed or listed as examples herein, but which adhere to primary purpose of this solicitation are also within scope.

- A. Clients participating in the PASSE who have not been approved for DDS waiver services receive basic medical insurance that reimburses for doctor's appointments and medications. A care coordinator is assigned to assist with setting up services for the client. DCFS reimburses the contractor for supportive living services, transportation, care, and training home.
- B. Clients not participating in the PASSE and who have not been approved for DDS waiver are billed on contract. DCFS reimburses the contractor for supportive living services, transportation, care, and training home.
- C. Clients that have been approved and have open waiver service receive all services. A care coordinator is assigned to assist with setting up services. If a PASSE does not approve all requested hours, DCFS will supplement services on contract.

Note: Dually diagnosed clients can get supportive living services without an open waiver.

- D. DCFS will make the sole determination of the service level required for client's ~~listed in section B of the Scope of Work~~ in accordance with the service level descriptions listed below (1-4), and DCFS reserves the right to a third-party review.

- ~~1. Service Level 1 — At this level of service, this youth client(s):~~
- ~~• Receives case management services as well as transportation services~~
 - ~~• Receives a maximum of four (4) hours per day of supportive living services~~
 - ~~• Requires minimal services~~
 - ~~• Periodically exhibits minimal dependency, passivity, lack of responsiveness and/or the ability to relate~~
 - ~~• May need assistance with putting on braces or prosthetic devices, some assistance with dressing, special education needs, etc., but youth is basically self-caring~~
 - ~~• Behaviors are due to intellectual, developmental, or physical disabilities~~
- ~~2. Service Level 2 — At this level of service, this youth client(s):~~
- ~~• Receives case management services as well as transportation services~~
 - ~~• Receives a maximum of eight (8) hours per day of supportive living services~~
 - ~~• Requires minimal services~~
 - ~~• Periodically exhibits minimal dependency, passivity, lack of responsiveness and/or the ability to relate~~
 - ~~• May need assistance with putting on braces or prosthetic devices, some assistance with dressing, special education needs, etc., but youth is basically self-caring~~
 - ~~• Behaviors are due to intellectual, developmental, or physical disabilities~~
- ~~3.1. Tier 2 DDS Assessment or Equivalent Service Level 3 — At this level of service, this youth client(s):~~
Clients who require care up to the level defined in a Tier 2 DDS Assessment or equivalent level of service including but not limited to:
- Receives case management as well as transportation services
 - Receives a maximum of twelve (12) hours of supportive living services per day
 - May require minimal services or may require more attention and structure such as constant repetition and follow through on instructions
 - May need assistance with dressing, bathing, general toilet needs as well as some help with ambulation
 - May exhibit feeding challenges such as excessive intake, extremely slow and/or messy intake requiring assistance
 - May periodically exhibit minimal dependency, passivity, lack of responsiveness and/or the ability to relate
 - May have some behavioral health needs
 - May have frequent medical and mental health appointments
 - Behaviors are due to intellectual, developmental, or physical disabilities
- ~~4.2. Tier 3 DDS Assessment or Equivalent Service Level 4 — At this level of service, this youth client(s):~~
Clients who require care at the level defined in a Tier 3 DDS Assessment or equivalent level of service including but not limited to:
- Receives case management as well as transportation services
 - Receives a maximum of twenty-four (24) hours of supportive living services per day
 - Requires intensive services
 - Requires assistance with dressing, bathing, general toilet needs as well as some help with ambulation
 - May exhibit feeding challenges such as excessive intake, extremely slow and/or messy intake requiring help and/or supervision
 - May require frequent appointments to the physician or other healthcare provider
 - May require appliances for drainage or other medical issues
 - May require aspiration, suctioning, mist tent, etc., tube feeding and constant supervision
 - May have behavioral health needs that may result in some aggression
 - Behaviors are due to intellectual, developmental, or physical disabilities

~~5.3.~~ Clients that have not received a DDS assessment will be reviewed by DCFS, with input from the Contractor, to determine the required level of service in accordance with the standards and requirements stated herein.

- E. DCFS, at their sole discretion, may determine that in rare cases the needs of a client exceed the service levels listed above (~~Service Levels 1-4~~). DCFS reserves the right to review the Cost of Care Plan for these rare placements, including but not limited to corresponding services and/or pricing. Reviews may be conducted by a DCFS designee up to and including a third-party review at the time of placement and/or through the duration of that placement. DCFS written approval of the Cost of Care Plan is required to authorize services that exceed those listed above (~~Service Levels 1-4~~). DCFS determinations under this section are final.
- F. Availability
1. DCFS will contact the contractor in closest proximity to the client's location. If the contractor closest to the client is unable to provide supportive living services for that client, DCFS will attempt to contact the contractor in the location least distant from the client's current location.
 2. DCFS intends to receive services with the least overall expense to the State. If multiple contractors of equal distance from the client's current location are able to provide supportive living services for that client, DCFS will select the contractor with the lowest rate. However, in such a circumstance, where the cost of transporting a client may increase the State's total expense, DCFS may choose to select the contractor which has the lesser total expense to the State.
- G. Plan of Care
1. The Contractor **shall** develop, within thirty (30) days of a client's admission to the program, an individualized plan of care providing the developmentally disabled services which address the client's emotional, behavioral, and psychological needs. The plan of care **must** include the following:
 - a. Documentation supporting the client's developmentally disabled diagnosis and complications indicating the need for admission;
 - b. A chronological description of the functional levels of that individual;
 - c. A plan for continuing care, including a plan for supportive living and day habilitation, transportation and, if necessary, psychological or psychiatric consultation;
 - d. A plan for group or individual therapy;
 - e. Any orders for:
 - medications
 - treatments
 - activities
 - social services
 - diet
 - education
 - training in independent living skills; and
 - A plan for discharge
 2. Copies of the plan of care **must** be submitted to the referring DCFS County Office within thirty (30) days of admission.
- G. Cost of Care
- A client-specific Cost of Care plan **must** be completed on the automated Cost of Care Plan form and submitted and approved by the Specialized Services Unit (SSU) Program Manager or the Assistant Director of Placement Support and Community Outreach upon client's admission.
- H. Supportive Living Requirements
1. The Contractor **shall** provide supportive living supervision and activities meant to assist the client to acquire, retain, or improve skills in a wide variety of areas that directly affect the person's ability to reside as independently as possible in the community.

2. The Contractor **shall** document the habilitation objective to be served by each activity in the client's Person-Centered Services Plan (PCSP).
3. Examples of supervision and activities to be provided as a part of supportive living include:
 - a. Decision making, including the identification of and response to dangerously threatening situations, making decisions and choices affecting the client's life, and initiating changes in living arrangements or life activities.
 - b. Money management, including training, assistance or both in handling personal finances, making purchases, and meeting personal financial obligations;
 - c. Daily living skills, including training in accomplishing routine housekeeping tasks, meal preparation, dressing, personal hygiene, administration of medication (to the extent permitted by state law), proper use of adaptive and assistive devices and household appliances, training on home safety, first aid, and emergency procedures;
 - d. Socialization, including training and assistance in participating in general community activities and establishing relationships with peers. Activity training includes assisting the client to continue to participate on an ongoing basis.
 - e. Community integration experiences, including activities intended to instruct the client in daily living and community living in integrated settings, such as shopping, church attendance, sports, and participation sports.
 - f. Mobility, including training and assistance aimed at enhancing movement within the client's living arrangement, mastering the use of adaptive aids and equipment, accessing, and using public transportation, independent travel or movement within the community.
 - g. Communication, including training in vocabulary building, use of augmentative communication devices, and receptive and expressive language.
 - h. Behavior shaping and management, including training and assistance in appropriate expression of emotions or desires, compliance, assertiveness, acquisition of socially appropriate behaviors or reduction of inappropriate behaviors.
 - i. Reinforcement of therapeutic services, including conducting exercises reinforcing physical, occupational, speech, behavioral or another therapeutic program.
 - j. Companion activities and therapies, or the use of animals as modalities to motivate clients to meet functional goals established for the client's habilitative training, including language skills, increased range of motion, socialization, and the development of self-respect, self-esteem, responsibility, confidence, an assertiveness; and
 - k. Health maintenance activities, which include tasks that clients would otherwise do for themselves or have a family client do, except for injections and intravenous medication administration.
4. Services **shall** be provided in a family care and training home, an apartment, or leased house in an integrated community setting.
5. Contractor's service **shall** include transportation and consultation for all or part of a calendar day.
 - I. Education
The Contractor **shall** initiate, supervise, and document individual education plans and **shall** ensure that educational services are provided in compliance with Arkansas and federal law, including Department of Education (DOE) rules and regulations.

1. The Contractor **shall** maintain client educational records on site.
2. The Contractor **shall** allow DCFS and the Arkansas Department of Education access to all client records pertaining to education.

J. Mental Health Services

The Contractor **shall** provide or arrange counseling and therapy services (group and/or individual and family) by licensed and qualified personnel acceptable to DCFS as identified and documented in the client's plan of care.

1. Contractor **shall** provide or arrange competent and appropriately licensed personnel for all mental health services. Competent or qualified person(s) **shall** have a current Arkansas license as a: psychologist; psychological examiner; licensed certified social worker; psychiatrist or a licensed master social worker working under supervision as required by Arkansas law for the independent practice of social work.
2. Contractor **shall** maintain documentation of provision of counseling and therapy services as identified in the individualized treatment plan.
3. Contractor **shall** submit resumes and licensure qualifications to DCFS for all personnel performing services under the contract and **shall** update same as personnel changes are made.

K. The Contractor **must** meet DHS/DCFS Minimum Licensing Standards for Child Welfare Agencies ([Link](#)), incorporated herein by reference, in addition to any other training.

1. Foster parents **must** follow the provisions of the Foster Parent Handbook (Attachment G)
2. Foster parents **must** be trained in a curriculum specific to the population that they are serving.
3. Foster parents **must** be trained in CPR/First Aid as prescribed by the American Red Cross or the American Heart Association.
4. If client is placed in an Alternative Living arrangement, Contractor **shall** employ, train, and maintain enough appropriately trained staff persons to meet the client's need for supervision twenty-four (24) hours a day.
5. The Contractor **must** provide on-going training and support to foster parents and caregivers to ensure health, safety, and well-being of client.
6. The Contractor **must** maintain up-to-date training records detailing training provided for all employees.

L. Medical Needs

1. Contractor **shall** provide for routine medical needs (e.g., scheduling of doctor/dentist/eye appointments), including necessary transportation by foster parents or staff.
 - a. Foster parents and staff providing transportation **shall** have the requisite licensure and insurance as provided for by Arkansas law.
 - b. Contractor **shall** maintain documentation of meeting medical needs.
 - c. Contractor **shall** maintain documentation of current car insurance and valid driver's license for all staff transporting DCFS clients.
2. For each client in the program, the Contractor must involve the client's family in treatment planning and maintain a minimum of monthly contact with the client's parents to discuss the client's progress, continuing needs, and any problem areas.

- a. DCFS Family Service Worker will develop a visitation schedule and coordinate with the case manager.
 - b. Visitation **must** take place unless such contact is contrary to court order, parental rights have been terminated, or potential visitation has been ordered stopped.
 - c. The Contractor's agent assigned to the client **shall** accompany the DCFS Family Service Worker.
3. Contractor **shall** adhere to DCFS Family Service Policy and Procedure Manual, Procedure VI-D4 (Attachment H), incorporated herein by reference, in maintaining the Medical Passport (medical and psychological history) for each DCFS client in placement. Note: It is the responsibility of the DCFS worker assigned to the client to originate the Medical Passport and provide to the Contractor at time of placement.
- a. Contractor **must** document receipt of Medical Passport.
 - b. If not readily available at time of placement, Contractor **must** document within ten (10) days that it has been received or requested from caseworker.
- M. Incident Reporting
- The Contractor **shall** adhere to the DHS Incident Reporting Policy No.1090 (Attachment I) notification requirements incorporated herein by reference as if set out word for word.
1. In the event of a runaway client, the Contractor **shall** notify law enforcement and the youth's home county or local DCFS office where the youth is believed to be and the youth's parents or guardians.
 2. For all other incidents, the Contractor **shall** complete an Incident Report and transmit via email to the SSU manager and to the local DCFS county office within twenty-four (24) hours of the incident and follow-up with a hard copy.
 3. Any incident involving death, life-threatening injury, runaway, or incident which may be reported in the media, **shall** be immediately, within ten (10) minutes, reported to DCFS by phone (501-320-6593) during regular work hours, Monday through Friday and after hours and holidays to the DCFS 24-hour phone line (1-800-482-5964) with a written report submitted by fax on the same day.
- N. Progress Report
- Contractor **shall** submit monthly progress reports to the placing DCFS County Office by the 10th working day of the following month. They **shall** contain the following:
- Progress toward goals stated in the treatment plan
 - Medical visits
 - Educational issues
 - Summary of incident reports
 - Contact with family
 - Any court involvement
- O. Placement
1. Contractor **shall not** place more than one (1) client in a family care and training home or alternative living situation without written approval from the Manager of SSU or the DCFS Assistant Director of Placement Support and Community Outreach. Exceptions can be made in the following instances:
 - a. If an emergency placement is required, a verbal request can be made but **must** be followed with a written request within twenty-four (24) hours;
 - b. For respite care, Contractor **must** follow guidelines established by the Contractor's program description approved by the manager of SSU;
 - c. Sibling visitation;
 - d. Sibling group placement;

- e. Temporary placement in another home due to the illness of the primary caretaker. SSU Manager **must** be notified of placement and the length of anticipated stay within twenty-four (24) hours of the placement.
 - f. Clients may be temporarily absent from the program because of illness; admission to a hospital for medical needs or mental health needs, incarceration, trial home visits or due to runaway behavior. Billings for clients who are temporarily absent may continue until the client has been absent for ten (10) consecutive program days. The intent of the absentee billing is to avoid penalizing either the client (by filling the client's slot in the program due to temporary absence) or the Contractor (by not allowing reimbursement for the client's slot while it is held open pending the client's return).
2. Contractor **shall** provide written notification if a client is moved from one family care and training home to another home or alternative living situation within the program. This written notification **must** state the reason for the move and be provided to the DCFS county office assigned to the client within twenty-four (24) hours of the move.
- P. Visitation
1. The Contractor **shall** arrange for the DCFS Family Service Worker to visit in the foster home at least once a month when the DCFS Family Service Worker contacts the foster care coordinator or administrator to request visitation in a timely manner.
 - a. Each visit **shall** include a private conversation with the client outside the presence of the foster parent.
 - b. No visitation **shall** occur without coordination with these staff persons.
 - c. The Contractor's agent assigned to the client will accompany the Family Service Worker, as appropriate.
 2. Contractor **shall** visit the client in the foster home no less than once a week during the first twelve (12) weeks of foster care placement. Each visit **shall** include a private conversation with the client outside the presence of the foster parent.
 3. The Contractor **shall** ensure that all visitors have cleared an Arkansas State Police criminal background check, Arkansas Child Maltreatment Registry check, a Vehicle Safety Check (i.e., driving record), and an FBI fingerprint-based criminal background check and, out-of-state child maltreatment investigations if required. Such checks **must** be repeated every two (2) years.
- Q. Discharge
1. The Contractor **shall** prepare a discharge summary and submit to the referring DCFS Family Service Worker thirty (30) days prior to the scheduled discharge date. The discharge summary **shall** contain the following information:
 - a. Identifying data
 - b. Admitting diagnosis
 - c. History of presenting behavior
 - d. Major problems
 - e. Progress and reason for discharge
 - f. Medical information
 - g. Independent Living Skills provided
 - h. Aftercare plan and recommendation(s), including:
 - Referrals and follow-up
 - Discharge medications
 - Educational recommendations
 - Placement recommendations
 - i. Signature by case manager and program director

2. Contractor **shall** be exempt from providing thirty (30) day notice of discharge under the following conditions:
 - a. The child becomes a danger to himself and others or
 - b. A court of competent jurisdiction orders removal
 3. In the event of an emergency discharge, the following documentation **shall** be provided:
 - a. Specific behavior supporting the conclusion that the child is a danger to himself and others.
 - b. Internal placement options that were explored.
 - c. Waiver request made to the Specialized Services Unit at 501-320-6593.
 - i. If SSU staff are not available, the Assistant Director, Placement, Support and Community Outreach, **shall** be contacted at 501-682-8433 (if after hours, holiday or weekend, calls should be made as soon as possible the next working day).
 - ii. If a verbal waiver is granted, written documentation **shall** be submitted within twenty-four (24) hours to the Specialized Placement Unit.
- R. File
1. The Contractor **shall** maintain a foster home file for each foster parent participating in the program.
 2. The file **must** contain written documentation that the foster home is current in its foster home reevaluation, including up to date Central Registry and criminal background checks, Department of Motor Vehicle (DMV) check and First Aid and CPR certificates.
 3. Contractor **shall** submit a monthly report to the SSU listing the names of the foster homes re-evaluated each month and whether the home continues to meet licensing standards and the required information is current.
 4. Upon request, the Contractor **shall** immediately produce and make copies of all documents available to DCFS.
 5. The Contractor **shall** notify the Child Abuse and Neglect Hotline (1-800-482-5964) immediately and no later than fifteen (15) minutes after knowing of a suspected case of abuse or neglect, as required by state law and DHS policy. The Contractor **shall** notify DCFS by the next business day of all reports of suspected abuse or neglect involving client referred by or in the custody of DHS.

2.4 PERFORMANCE STANDARDS

- A. State law requires that all contracts for services include Performance Standards for measuring the overall quality of services provided. *Attachment C: Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards the Contractor **must** meet in order to avoid assessment of damages.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. The State **shall** have the right to modify, add, or delete Performance Standards throughout the term of the contract, should the State determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards **shall** become an official part of the contract.
- E. Performance Standards **shall** continue throughout the term of the contract.
- F. Failure to meet the minimum Performance Standards as specified **may** result in the assessment of damages.

- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State **may** waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services or if it is in the best interest of the State to do so. In these instances, the State **shall** have final determination of the performance acceptability.

- H. Should any compensation be owed to the agency due to the assessment of damages, Contractor **shall** follow the direction of the agency regarding the required compensation process.

SECTION 3 – GENERAL CONTRACTUAL REQUIREMENTS

- **Do not provide responses to items in this section.**

3.1 PAYMENT AND INVOICE PROVISIONS

Contractor **must** submit monthly billing to SSU by the 10th day of the following month.

- A. A monthly summary of clients served that lists all referrals, admissions, on-going placements, discharges and unplanned discharges and certification of compliance **must** be attached to the billing.
- B. The monthly summary **must** identify the client by name, the last four (4) digits of the client's social security number, and the client's Medicaid number as well as the service level provided.
- C. Contractor **shall** seek payment through Medicaid and/or Provider-Led Shared Services Entity (PASSE) prior to billing. Contractor **shall** only bill against the contract for services denied the PASSE, clients who have been denied acceptance into the PASSE, or for clients who are not eligible or have been denied Medicaid. Contractor **must** provide documentation of PASSE denial with monthly invoicing.
- D. The billing **must** clearly identify the number of units for each client served by the specific service (e.g., residential treatment).
- E. The billing **must** clearly identify the DCFS approved Service Level associated with each client served. Service Levels should be identified as a Tier 2 or Tier 3 DDS Assessment or Equivalent Supportive Living Level 1, 2, 3, or 4.
- F. DCFS will not be responsible for billing received outside this timeframe but will consider each case on an individual basis.
- G. Invoices **must** be developed on-line through the PROVIDER INVOICE ENTRY (PIE).

H. Payments to the Contractor will include: 1) Supportive Living Services, 2) Transportation, 3) Foster Parent Payments, Board Payments, and 5) an optional milestone payment for secured housing. All payments will be made at the fixed rates set below except for supportive living services. Supportive living services will be reimbursed at the rates submitted by the Bidder on the Official Bid Price Sheet. No additional administrative fees are payable under a contract established under this solicitation unless DCFS, at its sole discretion, determines otherwise.

I. Reimbursements will include the following: Supportive Living Services

1. Reimbursement for supportive living services will vary depending on the Contractor's bid for these services. Reimbursement of Services for Child Placed in a DDS Foster Home:

- Supportive Living Level 1: Vendor's rate bid submitted on the Official Bid Price Sheet capped at Up to \$14.00 per hour
- Supportive Living Level 2: Up to \$16.00 per hour
- Transportation: .42 per mile not to exceed 3,000 miles per year without written DCFS approval

2-1. Reimbursement for a Client Placed in an Independent Supportive -Living Services Setting:

- Tier 2 Service Level Supportive Living Level 3: Contractor's rate submitted on the Official Bid Price Sheet is capped at Up to \$21.00 per hour
- Tier 3 Service Level Supportive Living Level 4: Contractor's rate submitted on the Official Bid Price Sheet is capped at Up to \$24.00 per hour

Optional Milestone Payment for Secured Housing: 4 Units, 12-month lease, up to \$750 per unit

- Transportation: .42 per mile not to exceed 3,000 miles per year without written DCFS approval

~~NOTE: Upon DCFS approval, Contractor may choose to secure twelve (12) month leases for housing units for use by independent living clients approved by DCFS. Upon delivering DCFS approved and finalized copies of these leases to a DCFS designee, the Contractor may submit an invoice for a one-time milestone payment of up to \$9,000 per annual lease for up to four (4) housing units. The maximum one-time milestone payment is \$36,000. If exercising this optional milestone payment, Contractor shall maintain the number of housing units claimed under this milestone for the use of DCFS clients throughout the duration of the contract.~~

J. Transportation

Reimbursement for transportation will be a fixed rate of .42 per mile not to exceed 3,000 miles per year without written DCFS approval.

K. Foster Parent Payments

Payments for foster parents will be a fixed rate paid as follows:

- The daily rate for a foster youth approved for Tier 3 DD services is \$95.75.
- The daily rate for a foster youth approved for Tier 2 DD services is \$88.85.
- The Provider is required to distribute 63% of the daily rate to the DDS specialized foster parent. The Provider may be compensated with the remaining 37% of the daily rate.

~~H.~~

L. Board Payments

1. The Contractor **shall** deliver monthly board payments to the DDS foster parents within three (3) days of receipt according to rate chart provided in the solicitation.
2. Board payments received from DCFS for each client **shall** be distributed 100% to the client and used exclusively for that client's needs. Board payments are a fixed rate.
3. The Contractor agrees to notify DHS/DCFS when becoming the Social Security payee for a youth placed by DHS/DCFS. Once the Contractor becomes the SSI payee for a youth, the board payments will be stopped. SSI Payments received for each client **shall** be used exclusively for that client's needs. The contractor **shall** give to the DDS foster parents the entire amount of the SSI. The contractor **shall**:
 - a. Maintain written documentation of the date and amount of payment of the SSI payment to the DDS foster parents.
 - b. Maintain written monthly documentation from the foster parents detailing use of the personal needs and clothing amount for each client.
 - c. Contractor **shall** be responsible for the return to DHS/DCFS any funds received for a client discharge from the program, if the funds are received after discharge.

M. Optional Milestone Payment for Secured Housing

Upon DCFS written approval, Contractor may choose to secure twelve (12) month leases for housing units for use by independent living clients approved by DCFS. Upon delivering DCFS approved and finalized copies of these leases to a DCFS designee, the Contractor may submit an invoice for a one-time milestone payment of up to \$9,000 per annual lease for up to four (4) housing units. The maximum one-time milestone payment is \$36,000. If exercising this optional milestone payment, Contractor shall maintain the number of housing units claimed under this milestone for the use of DCFS clients throughout the duration of the contract.

~~J.N.~~ Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance goods and services by the agency.

~~K.O.~~ The State shall not be invoiced in advance of delivery and acceptance of any goods or services.

~~L.P.~~ Payment will be made only after the vendor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.

M-Q. The vendor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.

N-R. Other sections of this Bid Solicitation may contain additional requirements for invoicing.

O-S. Selected vendor must be registered to receive payment and future Bid Solicitation notifications. Vendors may register on-line at <https://www.ark.org/vendor/index.html>.

3.2 GENERAL INFORMATION

- A. The State **shall not** lease any equipment or software for a period of time which continues past the end of a fiscal year unless the contract allows for cancellation by the State Procurement Official upon a 30-day written notice to the vendor/lessor in the event funds are not appropriated.
- B. The State **shall not** contract with another party to indemnify and defend that party for any liability and damages.
- C. The State **shall not** pay damages, legal expenses or other costs and expenses of any other party.
- D. The State **shall not** continue a contract once any equipment has been repossessed.
- E. Any litigation involving the State **must** take place in Pulaski County, Arkansas.
- F. The State **shall not** agree to any provision of a contract which violates the laws or constitution of the State of Arkansas.
- G. The State **shall not** enter a contract which grants to another party any remedies other than the following:
 - 1. The right to possession.
 - 2. The right to accrued payments.
 - 3. The right to expenses of deinstallation.
 - 4. The right to expenses of repair to return the equipment to normal working order, normal wear and tear excluded.
 - 5. The right to recover only amounts due at the time of repossession and any unamortized nonrecurring cost as allowed by Arkansas Law.
- H. The laws of the State of Arkansas **shall** govern this contract.
- I. A contract **shall not** be effective prior to award being made by a State Procurement Official.
- J. In a contract with another party, the State will accept the risk of loss of the equipment or software and pay for any destruction, loss or damage of the equipment or software while the State has such risk, when:
 - 1. The extent of liability for such risk is based upon the purchase price of the equipment or software at the time of any loss.
 - 2. The contract has required the State to carry insurance for such risk.

3.3 CONDITIONS OF CONTRACT

- A. The vendor **shall** at all times observe and comply with federal and State of Arkansas laws, local laws, ordinances, orders, and regulations existing at the time of, or enacted subsequent to the execution of a resulting contract which in any manner affect the completion of the work.
- B. The vendor shall indemnify and save harmless the agency and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the vendor.

- C. The Contractor agrees to the Performance-Based Contracting standards as presented in Attachment C, DHS Standard Terms and Conditions as presented in Attachment D, a pro forma contract as presented in Attachment E, and the Organizational or Personal Conflict of Interest policy as presented in Attachment F. These forms are for your information only.

ALL VENDOR STAFF MAY BE MANDATED REPORTERS UNDER STATE AND FEDERAL MANDATES

3.4 STATEMENT OF LIABILITY

- A. The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of vendor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The vendor **shall** retain total liability for equipment, software and technical and business or operations literature. The State **shall** not at any time be responsible for or accept liability for any vendor-owned items.
- B. The vendor's liability for damages to the State **shall** be limited to the value of the Contract or five million dollars (\$5,000,000), whichever is higher. The foregoing limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract. The vendor and the State **shall not** be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability **shall not** apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the vendor; to claims covered by other specific provisions of the Contract calling for damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on the Contract.
- C. Language in these terms and conditions **shall not** be construed or deemed as the State's waiver of its right of sovereign immunity. The vendor agrees that any claims against the State, whether sounding in tort or in contract, **shall** be brought before the Arkansas State Claims Commission as provided by Arkansas law, and **shall** be governed accordingly.

3.5 RECORD RETENTION

- A. The vendor **shall** maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and as specified by the State of Arkansas Law. Upon request, access **shall** be granted to State or Federal Government entities or any of their duly authorized representatives.
- B. Financial and accounting records **shall** be made available, upon request, to the State of Arkansas's designee(s) at any time during the contract period and any extension thereof, and for five (5) years from expiration date and final payment on the contract or extension thereof.
- C. Other sections of this *Bid Solicitation* may contain additional requirements regarding record retention.

3.6 PRICE ESCALATION

- A. Price increases will be considered at the time of contract renewal.
- B. The vendor **must** provide to the Office of Procurement (OP) a written request for the price increase. The request **must** include supporting documentation demonstrating that the increase in contract price is based on an increase in market price. OP **shall** have the right to require additional information pertaining to the requested increase.
- C. Increases **shall not** be considered to increase profit or margins.
- D. OP **shall** have the right to approve or deny the request.

3.7 CONFIDENTIALITY

- A. The vendor, vendor's subsidiaries, and vendor's employees **shall** be bound to all laws and to all requirements set forth in this *Bid Solicitation* concerning the confidentiality and secure handling of information of which they may become aware of while providing services under a resulting contract.
- B. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of a resulting contract, and the State **shall** have the right to cancel the contract on these grounds.
- C. Previous sections of this *Bid Solicitation* may contain additional confidentiality requirements.

3.8 CONTRACT INTERPRETATION

Should the State and vendor interpret specifications differently, either party may request clarification. However, if an agreement cannot be reached the determination of the State **shall** be final and controlling.

3.9 CANCELLATION

- A. For Cause. The State may cancel any contract resulting from this solicitation for cause at the discretion of the Arkansas Department of Human Services. The State shall give the vendor written notice of cancellation, specifying the terms and the effective date of contract termination.
- B. For Convenience. The State may cancel any contract resulting from the solicitation by giving the Contractor written notice of such cancellation no less than thirty (30) days prior to the date of cancellation.
- C. If upon cancellation the Contractor has provided commodities or services which the State of Arkansas has accepted, and there are no funds legally available to pay for the commodities or services, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims.

3.10 SEVERABILITY

If any provision of the contract, including items incorporated by reference, is declared or found to be illegal, unenforceable, or void, then both the agency and the vendor **shall** be relieved of all obligations arising under such provision. If the remainder of the contract is capable of performance, it **shall not** be affected by such declaration or finding and **shall** be fully performed.

SECTION 4 – STANDARD TERMS AND CONDITIONS

- *Do not provide responses to items in this section.*
1. **GENERAL:** Any special terms and conditions included in this solicitation **shall** override these Standard Terms and Conditions. The Standard Terms and Conditions and any special terms and conditions **shall** become part of any contract entered into if any or all parts of the bid are accepted by the State of Arkansas.
 2. **ACCEPTANCE AND REJECTION:** The State **shall** have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the State.
 3. **BID SUBMISSION:** Original Bid Packets **must** be submitted to the Office of State Procurement on or before the date and time specified for bid opening. The Bid Packet **must** contain all documents, information, and attachments as specifically and expressly required in the *Bid Solicitation*. The bid **must** be typed or printed in ink. The signature **must** be in ink. Unsigned bids **shall** be disqualified. The person signing the bid should show title or authority to bind the firm in a contract. Multiple bids **must** be placed in separate packages and should be completely and properly identified. Late bids **shall not** be considered under any circumstances.
 4. **PRICES:** Bid unit price F.O.B. destination. In case of errors in extension, unit prices **shall** govern. Prices **shall** be firm and **shall not** be subject to escalation unless otherwise specified in the *Bid Solicitation*. Unless otherwise

specified, the bid **must** be firm for acceptance for thirty (30) days from the bid opening date. "Discount from list" bids are not acceptable unless requested in the *Bid Solicitation*.

5. **QUANTITIES:** Quantities stated in a *Bid Solicitation* for term contracts are estimates only and are not guaranteed. Contractors **must** bid unit price on the estimated quantity and unit of measure specified. The State may order more or less than the estimated quantity on term contracts. Quantities stated on firm contracts are actual Requirements of the ordering agency.
6. **BRAND NAME REFERENCES:** Unless otherwise specified in the *Bid Solicitation*, any catalog brand name or manufacturer reference used in the *Bid Solicitation* is descriptive only, not restrictive, and used to indicate the type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than referenced specifications, the bid **must** show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The State **shall** have the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the State may require the Contractor to supply additional descriptive material. The Contractor **shall** guarantee that the product offered will meet or exceed specifications identified in this *Bid Solicitation*. Contractors not bidding an alternate to the referenced brand name or manufacturer **shall** be required to furnish the product according to brand names, numbers, etc., as specified in the solicitation.
7. **GUARANTY:** All items bid **shall** be newly manufactured, in first-class condition, latest model and design, including, where applicable, containers suitable for shipment and storage, unless otherwise indicated in the *Bid Solicitation*. The Contractor hereby guarantees that everything furnished hereunder **shall** be free from defects in design, workmanship and material, that if sold by drawing, sample or specification, it **shall** conform thereto and **shall** serve the function for which it was furnished. The Contractor **shall** further guarantee that if the items furnished hereunder are to be installed by the Contractor, such items **shall** function properly when installed. The Contractor **shall** guarantee that all applicable laws have been complied with relating to construction, packaging, labeling and registration. The Contractor's obligations under this paragraph **shall** survive for a period of one (1) year from the date of delivery, unless otherwise specified herein.
8. **SAMPLES:** Samples or demonstrators, when requested, **must** be furnished free of expense to the State. Each sample should be marked with the Contractor's name and address, bid or contract number and item number. If requested, samples that are not destroyed during reasonable examination will be returned at Contractor's expense. After reasonable examination, all demonstrators will be returned at Contractor's expense.
9. **TESTING PROCEDURES FOR SPECIFICATIONS COMPLIANCE:** Tests may be performed on samples or demonstrators submitted with the bid or on samples taken from the regular shipment. In the event products tested fail to meet or exceed all conditions and requirements of the specifications, the cost of the sample used, and the reasonable cost of the testing **shall** be borne by the Contractor.
10. **AMENDMENTS:** Contractor's bids cannot be altered or amended after the bid opening except as permitted by regulation.
11. **TAXES AND TRADE DISCOUNTS:** Do not include State or local sales taxes in the bid price. Trade discounts should be deducted from the unit price and the net price should be shown in the bid.
12. **AWARD:** *Term Contract.* A contract award will be issued to the successful Contractor. It results in a binding obligation without further action by either party. This award does not authorize shipment. Shipment is authorized by the receipt of a purchase order from the ordering agency. *Firm Contract.* A written State purchase order authorizing shipment will be furnished to the successful Contractor.
13. **DELIVERY ON FIRM CONTRACTS:** This solicitation shows the number of days to place a commodity in the ordering agency's designated location under normal conditions. If the Contractor cannot meet the stated delivery, alternate delivery schedules may become a factor in an award. The Office of State Procurement **shall** have the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere, and any additional cost **shall** be borne by the Contractor.
14. **DELIVERY REQUIREMENTS:** No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery **shall** be made during agency work hours (8:00 a.m. to 4:30 p.m. Central Time) unless prior approval for other delivery has been obtained from the agency. Packing memoranda **shall** be enclosed with each shipment.

15. **STORAGE:** The ordering agency is responsible for storage if the Contractor delivers within the time required and the agency cannot accept delivery.
16. **DEFAULT:** All commodities furnished **shall** be subject to inspection and acceptance of the ordering agency after delivery. Back orders, default in promised delivery, or failure to meet specifications **shall** authorize the Office of State Procurement to cancel this contract or any portion of it and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting Contractor. The Contractor **must** give written notice to the Office of State Procurement and ordering agency of the reason and the expected delivery date. Consistent failure to meet delivery without a valid reason may cause removal from the Contractors list or suspension of eligibility for award.
17. **VARIATION IN QUANTITY:** The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.
18. **INVOICING:** The Contractor **shall** be paid upon the completion of all of the following: (1) submission of an original and the specified number of copies of a properly itemized invoice showing the bid and purchase order numbers, where itemized in the *Bid Solicitation*; (2) delivery and acceptance of the commodities; (3) proper and legal processing of the invoice by all necessary State agencies. Invoices **must** be sent to the "Invoice To" point shown on the purchase order.
19. **STATE PROPERTY:** Any specifications, drawings, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the Contractor hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall** remain property of the State, **shall** be kept confidential, **shall** be used only as expressly authorized, and **shall** be returned at the Contractor's expense to the F.O.B. point provided by the agency or by OSP. Contractor **shall** properly identify items being returned.
20. **PATENTS OR COPYRIGHTS:** The Contractor **must** agree to indemnify and hold the State harmless from all claims, damages and costs including attorneys' fees, arising from infringement of patents or copyrights.
21. **ASSIGNMENT:** Any contract entered into pursuant to this solicitation **shall not** be assignable nor the duties thereunder delegable by either party without the written consent of the other party of the contract.
22. **CLAIMS:** Any claims the Contractor may assert under this Agreement **shall** be brought before the Arkansas State Claims Commission ("Commission"), which **shall** have exclusive jurisdiction over all claims that the Contractor may have arising from or in connection with this Agreement. Unless the Contractor's obligations to perform are terminated by the State, the Contractor **shall** continue to provide the Services under this Agreement even if the Contractor has a claim pending before the Commission.
23. **CANCELLATION:** In the event, the State no longer needs the commodities or services specified for any reason, (e.g., program changes; changes in laws, rules or regulations; relocation of offices; lack of appropriated funding, etc.), the State **shall** have the right to cancel the contract or purchase order by giving the Contractor written notice of such cancellation thirty (30) days prior to the date of cancellation.

Any delivered but unpaid for goods will be returned in normal condition to the Contractor by the State. If the State is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the Contractor may file a claim with the Arkansas Claims Commission under the laws and regulations governing the filing of such claims. If upon cancellation the Contractor has provided services which the State has accepted, the Contractor may file a claim. **NOTHING IN THIS CONTRACT SHALL BE DEEMED A WAIVER OF THE STATE'S RIGHT TO SOVEREIGN IMMUNITY.**

24. **DISCRIMINATION:** In order to comply with the provision of Act 954 of 1977 relating to unfair employment practices, the Contractor agrees that: (a) the Contractor **shall not** discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap, or national origin; (b) in all solicitations or advertisements for employees, the Contractor **shall** state that all qualified applicants **shall** receive consideration without regard to race, color, sex, age, religion, handicap, or national origin; (c) the Contractor will furnish such relevant information and reports as requested by the Human Resources Commission for the purpose of determining compliance with the statute; (d) failure of the Contractor to comply with the statute, the rules and regulations promulgated thereunder and this nondiscrimination clause **shall** be deemed a breach of contract and it may be cancelled, terminated or suspended in whole or in part; (e) the Contractor **shall** include the provisions of above items (a) through (d) in every subcontract so that such provisions **shall** be binding upon such subcontractor or Contractor.

25. **CONTINGENT FEE:** The Contractor guarantees that no one has been retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Contractor for securing business.
26. **ANTITRUST ASSIGNMENT:** As part of the consideration for entering into any contract pursuant to this solicitation, the Contractor named on the *Bid Signature Page* for this solicitation, acting herein by the authorized individual or its duly authorized agent, hereby assigns, sells and transfers to the State of Arkansas all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of this assignment and which relate solely to the particular goods or services purchased or produced by this State pursuant to this contract.
27. **DISCLOSURE:** Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, **shall** be a material breach of the terms of this contract. Any Contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy **shall** be subject to all legal remedies available to the agency.